

Indiana Election Division

Indiana Government Center South
302 West Washington Street, #204
Indianapolis, IN 46204
Phone: 317-232-3939
Fax: 317-233-6793
www.in.gov/sos/elections
www.indianacampaignfinance.com

Secretary of State

Honorable Todd Rokita
aa@sos.state.in.us

Indiana Election Commission

Brian Burdick, Chair
S. Anthony Long, Vice-Chair
Bradley R. Hiller, Member
Butch Morgan, Member

Co-Directors

Brad King
bking@iec.state.in.us
Kristi Robertson
krobertson@iec.state.in.us

Co-General Counsel

Clay Patton
cpatton@iec.state.in.us
Dale Simmons
dsimmons@iec.state.in.us

Campaign Finance

Pam Potesta
ppotesta@iec.state.in.us
Michelle Thompson
mthompson@iec.state.in.us

Voter Registration/Mapping

Michelle Brzycki
mbrzycki@iec.state.in.us
Lori Hershberger
lhershberger@iec.state.in.us

Executive Assistant

Kerrie Cobb
kcobb@iec.state.in.us

NVRA Assistant

Candy Mays
cmays@iec.state.in.us

ELECTION

The Newsletter of the Indiana Election Division
2003 Fall Edition

Express

Voting Equipment Reimbursement Information From Election Division and State Board of Accounts

Staff from both the Election Division and State Board of Accounts met recently to review some common questions they have received from clerks regarding the voting equipment reimbursement process. We have prepared the following answers to assist you and your county council members in planning voting equipment purchases and in completing the voting equipment reimbursement application.

Q 1. Is the County Auditor required to set up three separate funds in which to deposit the different types of state HAVA money that the county receives?

A: Yes, the County Auditor must set up at least two separate county funds to receive Section 101 HAVA money and Title III requirement monies. For those counties which will qualify for Section 102 money (replacement of lever or punch card systems), those counties must set up a third fund for that purpose. These separate funds can all be deposited within an existing account within the local depository for public funds, so long as proper records are kept regarding deposits and disbursements from each of the funds. This does not mean that a county auditor is required to open a separate *bank account* in which to deposit these funds, only that the funds must be kept separate from one another.

Q 2. When the county receives state “reimbursement” for money it has already spent (or contracted to spend) for voting equipment, is the money received from the state to be deposited in the county fund from which the county money to pay for the voting equipment was originally drawn (such as the general fund)?

A: No, under the HAVA State Plan, the money that a county receives as reimbursement from the state under HAVA must be deposited in the separate HAVA fund discussed in Question 1. This means that money received as reimbursement for replacing a lever or punch card system must be deposited in the county Section 102 special fund, for example, and may not be deposited in the county general fund. Until the federal agency that will administer HAVA is up and running, and until the audit position of the federal government regarding the use of HAVA reimbursement money is made clear, the safest thing that a county can do is to deposit this money in a separate HAVA fund, and use the funds only for the improvement of the administration of federal elections. It is possible that this requirement may change later based on more information from the federal government, but if HAVA funds are spent in a manner not permitted under federal law, the county and state may be required to refund this money to the federal government.

Q 3. Can the county use money currently available in a county cumulative capital development fund (IC 36-9-14.5) or cumulative capital improvement fund (IC 36-9-16) to purchase voting equipment?

A: Yes, money in these cumulative funds may be used to purchase voting equipment if the equipment is certified by the Indiana Election Commission for use in Indiana.

Q 4. If so, can the HAVA reimbursement money be used to “replenish” those county cumulative funds?

A: No, for the reasons set forth in the answer to Question 2.

CONTINUED ON PAGE 6 . . .

Highlighting HAVA

Dear Friends:

Encouraging citizens to serve as poll workers is essential to administering elections. In an effort to help all ninety-two counties recruit poll workers, I worked with Network Indiana to tape a public service announcement that will be sent to its sixty affiliate stations throughout the state. The following announcement will be aired October 15th – 24th, 2003:

This is Secretary of State Todd Rokita. On Tuesday, November 4, thousands of Hoosiers will go to the polls to vote for candidates for office in their cities and towns.

At every polling place in the state, you'll find a group of 5 dedicated volunteers who work the polls and administer the election in their precinct.

Many people who work the polls are retired, some are government employees who have the day off, and some feel so strongly about civic participation that they use a vacation day to miss work. Most people do it because they have for years and they've found they enjoy being part of the electoral process.

Each year the demand for poll workers grows. The state legislature has addressed this problem by giving county election boards the option to allow students age sixteen and seventeen to work at the polls. A truly first-rate civics lesson.

As Indiana's chief election officer, I encourage students and adults alike to contact your county clerk and volunteer to work the polls on Election Day. You'll receive a small payment for your day of service, but your greatest reward will be serving your community and being a part of democracy in action.

For information about volunteering to work at the polls on Election Day, call your county clerk's office or the Indiana Secretary of State's office at 317-232-3939. Thank you.

Yours truly,



Todd Rokita
Indiana Secretary of State

HAVA Voting System Reimbursement Applications

Just a reminder -- there is a noon deadline on October 31, 2003 to file your application with the Indiana Election Division for the first round of reimbursements. The process will reopen after the legislature adjourns in the Spring of 2004. Congratulations to the following counties that have filed their applications:

Tier A: Cass, Clay, Hancock, Henry, Miami, Pulaski, Putnam, Rush, Sullivan, and Tippecanoe

Tier B: Boone, DeKalb, Hamilton, Hendricks, Jennings, Marshall, and Steuben

Training & Education Update: Statewide Video Research

As part of the Indiana State Plan to Implement the Help America Vote Act of 2002, Secretary Rokita has begun researching materials to produce a statewide training and education video. In an effort to produce the most effective video, each County Circuit Court Clerk is being asked for input regarding the training of poll workers and election officials. The survey asks about the technological capabilities of each county along with questions pertaining to recommendations for the statewide training video. Surveys will begin going out on October 31, 2003.

For more information, please contact Susan Tielking, the HAVA Training and Education Coordinator, via email at stielking@sos.state.in.us, or call (317) 232-6541. You may also call the Indiana Election Division toll free at (800) 622-4941.

Election Assistance Commission Nominations

We are pleased to announce that the President has sent his nominations for the Election Assistance Commission to the United States Senate. The nominees are Paul DeGregorio, Rev. DeForest Soaries, Gracia Hillman, and Ray Martinez. The Senate just reconvened after a recess, and the confirmation process could take up to a month. As soon as the President's nominees are confirmed and the office is opened, states will start to receive the remainder of the FY2003 HAVA reimbursement money. This includes Title III requirement money for which all Indiana counties are eligible to apply for reimbursements. Updates on the status of the EAC will appear in following versions of this newsletter.

Contact Congress

When Congress passed the Help America Vote Act of 2002, it projected appropriating \$1.7 billion in 2003 and \$1 billion each in 2004 and 2005. Unfortunately, the states were left \$700 million short in 2003, and the current federal budget only calls for a \$500 million appropriation in 2004. It is time for you to contact Senators Lugar and Bayh and your member of Congress and ask them to support full funding for HAVA!

Senator Lugar: (202) 224-4814; (317) 226-5555
 Senator Bayh: (202) 224-5623; (317) 554-0750
 Rep. Visclosky: (202) 225-2461; (219) 795-1844
 Rep. Chocoma: (202) 255-3915; (574) 251-0596
 Rep. Souder: (202) 25-4436; (260) 424-3041
 Rep. Buyer: (202) 225-5037; (574) 583-9819
 Rep. Burton: (202) 225-2276; (317) 848-0201
 Rep. Pence: (202) 225-3021; (765) 747-5566
 Rep. Carson: (202) 225-4011; (317) 283-6516
 Rep. Hostettler: (202) 225-4636; (812) 465-6484
 Rep. Hill: (202) 225-5315; (812) 524-8744

INDIANA ELECTION ADMINISTRATOR'S CONFERENCE

December 9-10, 2003
Downtown Marriott Hotel –
350 West Maryland Street, Indianapolis, Indiana

TENTATIVE AGENDA:

Monday, December 8

4:30 – 7:00 PM	Conference Registration	Registration Room #1, 2 nd Floor
----------------	-------------------------	---

Tuesday, December 9

7:00 AM – 12:00 Noon	Conference Registration	Registration Room #1, 2 nd Floor
7:00 AM – 9:00 AM	Continental Breakfast	Marriott Ballroom Foyer
9:00 AM – 9:15 AM	Introductory Remarks and Announcements J. Bradley King/Kristi Robertson Co-Directors, Indiana Election Division	Marriott Ballroom 1-5
9:15 AM – 9:30 AM	Welcoming Remarks The Honorable Todd Rokita, Secretary of State	Marriott Ballroom 1-5
9:30 AM – 10:00 AM	Review of Help America Vote Act TBD	Marriott Ballroom 1-5
10:00 AM – 10:30 AM	Break	Marriott Ballroom Foyer
10:30 AM – 11:15 AM	Provisional Ballots TBD	Marriott Ballroom 1-5
11:15 AM – 12 Noon	Enforcement and Penalties The Role of CEB, IED, and Prosecuting Attorneys	Marriott Ballroom 1-5
12 Noon – 1:00 PM	Annual Awards Luncheon	Indiana Ballroom
1:00 PM – 2:30 PM	Breakout, Course 1 Breakout, Course 2 Breakout, Course 3	Marriott Ballroom 1-2 Marriott Ballroom 3-4 Marriott Ballroom 7-8
2:30 PM – 3:00 PM	Break	Marriott Ballroom Foyer
3:00 PM – 4:00 PM	Breakout, Course 4 Breakout, Course 5 Breakout, Course 6	Marriott Ballroom 1-2 Marriott Ballroom 3-4 Marriott Ballroom 7-8

BREAK OUT SESSION TOPICS AND ROOMS AS LISTED BELOW:

"A" Break Out Sessions

<u>Marriott Ballroom 1-2:</u>	Central Count County Absentee Procedures	TBD
<u>Marriott Ballroom 3-4:</u>	Voter Registration Issues: Identification Numbers and Documentation	TBD
<u>Marriott Ballroom 7-8:</u>	Voting Equipment Issues	TBD

"B" Break Out Sessions

<u>Marriott Ballroom 1-2:</u>	Introduction for New Clerks and Voter Registration Officials	TBD
<u>Marriott Ballroom 3-4:</u>	Voter Registration Issues	TBD
<u>Marriott Ballroom 7-8:</u>	Voting Equipment Issues	TBD

Wednesday, December 10

7:30 AM – 9:00 AM	Breakfast	Indiana Ballroom
7:30 AM – 12:00 Noon	Conference Registration	Registration Room #1, 2 nd Floor
9:00 AM – 9:30 AM	Polling Place Issues	Marriott Ballroom 1-5
9:30 AM – 10:00 AM	Candidate and Petition Issues	Marriott Ballroom 1-5
10:00 AM – 10:30 AM	Break	Marriott Ballroom Foyer
10:30 AM – 11:00 AM	Campaign Finance Issues	Marriott Ballroom 1-5
11:00 AM – 11:45 AM	The Absentee Voting Process	Marriott Ballroom 1-5
11:45 AM - 12 Noon	Closing remarks and announcements	Marriott Ballroom 1-5
12 Noon	Adjournment	

EVERYONE'S HEADED TO THE






2003 ELECTION ADMINISTRATOR'S CONFERENCE!

Tuesday, December 9 and Wednesday, December 10, 2003





The Indianapolis Marriott Downtown (350 West Maryland Street)

(on the south side of Washington Street, across from State Government Center South)

PLEASE NOTE:

-  Conference registrations must be received by the Election Division no later than the close of business, Friday, October 31, 2003, to qualify for the regular registration rate for the conference.
-  Registrations received after Oct. 31 are charged a \$50 late registration fee.
-  No refunds for canceling conference registrations after November 7, 2003.
-  Please print or type the names and titles of registrants. If more than one person is attending from your office, please photocopy this sheet and attach the copies to this sheet.
-  Return this completed form to the Election Division by FAX (317-233-6793) or by mail to 302 W Washington Street, Room E-204, Indianapolis, IN 46204. If you are sending multiple registrations on separate pages, please indicate the total number of pages you're sending (marking "1 of 3" for example).

MARRIOTT HOTEL INFORMATION

-  Room reservations are to be made directly with the Marriott by calling 877- 640-7666. When calling, be sure to mention the "County Election Official Conference" to receive the low government rate!
-  A room reservation that is not guaranteed by a credit card will not be held after 4:00 p.m. on the arrival day.
-  Hotel check-in is 4:00 p.m. , Indianapolis time.
-  Hotel check-out time is 11:00 a.m., Indianapolis time. If you need a later check-out, luggage storage is available from the Marriott.

2003 Election Administrator's Conference Registration Form

County: _____

Name and Title: _____

Mailing Address: _____

City and ZIP: _____

E-mail (if available): _____

Total Due: \$150, plus \$50 late registration fee if applicable: \$ _____

Payment method (check one): ☐ Check ☐ Purchase Order

Note: Please make checks payable to: **Indiana Election Division**

And the Award Goes To....

When we gather for the Election Conference, it is appropriate to look to the future and to celebrate past accomplishments. At the Awards Luncheon, we will again recognize outstanding achievements in Indiana's election community. Please take a moment to consider whom you would nominate to receive the following awards, and include a sentence or two to tell us why.

The Marlene Sutton Memorial Award

This award is given to the individual whose outstanding career embodies the example of the late Johnson County Circuit Court Clerk: leadership, strength, and determination, coupled with friendliness and service to others.

NOMINATION: _____

The Circuit Court Clerk of the Year Award

This award is given to the circuit court clerk whose dedication to the election process reaches beyond local boundaries to help election officials in other counties and throughout Indiana by working for improvements in election administration.

NOMINATION: _____

The Voter Registration Official of the Year Award

This award is given to the voter registration official whose service rises above the challenges posed by budget constraints and complex statutes to ensure that both the right to vote and the integrity of elections are protected.

NOMINATION: _____

The County Election Board Member of the Year Award

This award is given to the county election board member whose service embodies bipartisan cooperation in the administration of the election process, and whose achievement is to represent one political party, while serving all county voters.

NOMINATION: _____

The County Election Employee of the Year Award

This award is given to the employee of a county election (or voter registration) office, whose creativity and innovation makes us all look good. The recipient of this award is often an "unsung hero" whose behind-the-scenes contributions deserve recognition.

NOMINATION: _____

Please fax us your nominations at 317-233-6793 by November 8th. Thanks.



A Word from the Co-Directors

A Word From Brad King:

I'd like to take this opportunity to welcome Brad Hiller, our newest member of the Indiana Election Commission. Brad currently resides in Mooresville, and works in Indianapolis. He replaces Claudia Cummings, who resigned as a Commission member to take a position with the federal government. Congratulations and welcome to Brad!

I'd also like to thank all of you for all the hard work that you've been doing lately to make the city and town elections a success. Many of you have heard me express the opinion that these elections are actually the most difficult of any in Indiana's four year election cycle. There may be more work in a presidential election year, or the other general election year, but after you've spent a few hours trying to sort out the Smallville town ballot, or help a town administer an election when the town hasn't conducted one for 20 years, you know that you've put in a full day! We'll be here on Election Day, as usual, to help county and town election administrators, candidates, media, the parties, and voters make the November 2003 elections a success. Thanks again for all of your work.

A Word From Kristi Robertson:

I would like to congratulate Michelle Brzycki, the Election Division's Voter Registration and Precinct Mapping Coordinator, and her husband Bryan on the birth of their baby girl, Kristen Marcie Brzycki a/k/a Krissy, born on September 16. The Brzycki family is doing fine but a little short on sleep! The Division's congratulations and well wishes go out to the Brzycki family!



Indiana Election Division

Indiana Government Center South
302 West Washington Street, RM E204
Indianapolis, IN 46204
Phone: 317-232-3939 / Fax: 317-233-6793
www.in.gov/sos/elections / www.indianacampaignfinance.com